

START  
HERE

A new VA EMPLOYEE has been hired!  
Or  
A new CONTRACT EMPLOYEE needs to go to work!  
Or  
An existing EMPLOYEE needs a re-investigation!

A Background Investigation is Required  
So What's Next?

CAUTION: This is not the time to send Employees to e-QIP. They can't get in! SIC must initiate e-QIP 1<sup>st</sup>!

FIRST – All of the support forms the SIC needs to initiate e-QIP must be completed.  
(There is a link to the required documents on the web page)

THEN – The REQUEST WORKSHEET must be completed.

NEXT – SCAN to a PDF file all of the support documents and the REQUEST WORKSHEET !  
Remember: Scan as separate documents and rename each according to the naming convention!  
?? The Naming Convention ?? There is a link on the web page.

OOPS! - CO/COTRs you will not scan and upload your REQUEST WORKSHEET! When you submit the online worksheet, it will already be here at the SIC! Sorry HR folks. We are working on that for you.

NOW – Upload to the SIC the REQUEST WORKSHEET and all supporting documents (except for e-QIP Signature Pages) (CO/COTR – Just the supporting documents)

Except for the e-QIP Signature Pages. Remember the e-QIP Signature Pages come from e-QIP. At this point, there are no e-QIP Signature Pages because the employee can't get into e-QIP yet!

CONGRATULATIONS !  
The SIC has your Documents and Request Worksheet !  
BUT WHAT'S NEXT ??

AT THE SECURITY AND INVESTIGATIONS CENTER

- If Documents or the Request Worksheet are missing? The SIC will wait until the missing documents are received before initiating e-QIP.
- If there are errors or missing information? The SIC will notify you and will wait until corrected documents are received before initiating e-QIP.

When correct and complete documentation is received?  
1. The SIC initiates the subject (employee) in e-QIP!  
2. The SIC sends an email notifying you and the employee or contractor that they have been initiated in e-QIP!

NOW THAT THE EMPLOYEE OR CONTRACTOR HAS BEEN INITIATED IN E-QIP – The employee or contractor goes online into e-QIP and completes the questionnaire.

FINALLY, YOUR EMPLOYEE/CONTRACTOR HAS FINISHED THAT LONG QUESTIONNAIRE !!! This is when the employee/contractor would print and sign the e-QIP Signature Pages and provide them to the HR/CO/COTR.

Scan the e-QIP Signature Pages to PDF Format

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Rename the e-QIP Signature Pages Based on Convention

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Upload the e-QIP Signature Pages to the SIC Site

= Your Done !

The SIC will now upload the e-QIP Signature Pages to e-QIP and release the case file to OPM for Investigation!